

ORDINANCE

NO. 00422

AN ORDINANCE declaring the policies of the King County Council that relates to the Personnel System required by Article 5 of the County Charter and repealing King County Resolutions 7819, 10958, 16542, Chapter 1.28 of the King County Code.

BE IT ORDAINED BY THE KING COUNTY COUNCIL:

There is hereby adopted this ordinance which establishes policies impacting personnel practices for employees of the County of King, State of Washington. The ordinance adopted is as follows:

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SECTION 2. PURPOSE OF THE ORDINANCE. This ordinance

establishes a Personnel System under which personnel matters for employees of the County of King shall be administered. Policies and guidelines stated herein are designed to assure the recruitment, selection, retention and promotion of County employees on the basis of merit. It establishes a County Career Service with compensation and benefit plan which will keep the County competitive with other employers.

SECTION 3. DEFINITIONS. The following terms as used in this

ordinance shall, unless the context clearly indicates otherwise, have the respective meanings herein set forth.

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1 1. APPOINTING AUTHORITY means the County Council, County
2 Executive Department heads, office managers, person or group of
3 persons having lawful authority to appoint or to remove persons
4 from positions in the County Service, or persons designated by such
5 appointing authority to perform those duties which legally may be
6 delegated.

7 2. BOARD shall mean the Personnel Board of the County of King.

8 3. CAREER SERVICE EMPLOYEES. Members of the Career
9 Service are designated in section 550 of the County Charter as
10 follows:

11 "All county employees and officers shall be members of the career
12 service except those in the following positions: all elected officers;
13 the county auditor, the clerk and all other employees of the county
14 council; the county administrative officer, the chief officer of each
15 executive department and administrative office, the members of all
16 boards and commissions; administrative assistants for the county
17 executive and one administrative assistant each for the county adminis-
18 trative officer, the county auditor, the county assessor, the chief
19 officer of each executive department and administrative office and
20 for each board and commission; a chief deputy for the county assessor;
21 one confidential secretary each for the county executive, the chief
22 officer of each executive department and administrative office, and
23 for each administrative assistant specified herein; all employees of
24 those officers who are exempted from the provisions of this charter
25 by the state constitution; persons employed in a professional or
26 scientific capacity to conduct a special inquiry, investigation or exami-
27 nation; part-time and temporary employees; administrative interns;
28 election precinct officials; all persons serving the county without
29 compensation; physicians; surgeons; dentists; medical interns; and
30 student nurses and inmates employed by county hospitals, tuberculosis
31 sanitariums and health departments of the county."

32 4. CLASS means a position or group of positions established under

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1 these rules sufficiently similar in respect to the duties, responsi-
2 bilities and authority thereof, that the same descriptive title may
3 be used to designate each position allocated to the class, that
4 essentially the same requirements as to education, experience,
5 ability and other qualifications should be required of the incumbents,
6 that the same tests of fitness may be used to choose qualified em-
7 ployees and that the same schedule of compensation can be made to
8 apply with equity.

9 5. COMPENSATORY TIME shall mean time granted off with pay in
10 lieu of work performed either on an authorized overtime basis or
11 work performed on a holiday which is normally scheduled as a day
12 off. Such compensatory time shall be granted on the basis of time
13 and one-half.

14 6. COUNCIL shall mean the County Council of the County of King.

15 7. COUNTY shall mean the County of King and any other organi-
16 zation that is legally governed by the County Council with respect to
17 personnel matters.

18 8. EMPLOYEE means a person who is employed in the Career or
19 Non-career Service, or who is on leave of absence according to these
20 rules and whose position is held for him pending his return; any
21 elected official or his Non-career appointees; any regular employee
22 who temporarily accepts appointment to a Non-career position in the
23 County Service.

24 9. EXEMPT POSITION shall mean any position not included in the
25 Career Service of King County. Exempt positions are positions to
26 which appointment may be made directly. Incumbents serve at the
27 pleasure of the appointing authority. Positions outside the Career
28 Service are listed in Section 550 of the Charter.

29 10. EXTRA HELP EMPLOYEE shall mean an employee employed in
30 an extra help position.

31 11. EXTRA HELP POSITION shall mean a position intended to be
32 occupied on less than a year around basis (maximum duration of six

consecutive months unless specifically extended by the Personnel Manager for an additional 30 days) to cover season peak work loads, emergency work loads of limited duration, necessary vacation relief and other situations involving fluctuating staff.

12. MANAGER shall mean the Manager of the Office of Personnel of the County of King.

13. POSITION means a group of current duties and responsibilities assigned by competent authority requiring the full time or part time employment of one person.

14. PROBATIONARY PERIOD. This period is the final step in the competitive screening process. An appointment to the Career Service is not final as a regular employee unless the employee successfully completes this period.

15. PROBATIONARY EMPLOYEE shall mean an employee who is serving a probationary period and is employed in either a regular full-time or regular part-time position.

16. PROVISIONAL APPOINTMENT is an appointment made in the absence of a candidate certified as qualified by the Personnel Manager. Only the Personnel Manager may authorize a provisional appointment. An appointment in this status is limited to 30 days after the Personnel Manager certifies qualified candidates, or a maximum of six months, whichever shall occur sooner.

17. PROVISIONAL EMPLOYEE is an employee holding a position under provisional appointment, pending a competitive screening for the class.

18. RECRUITING STEP shall be the first step of the salary range allocated to a class unless otherwise authorized by the County Administrative Officer.

19. REGULAR EMPLOYEE shall mean an employee who is not on probation and is employed in either a regular full-time or regular part-time position.

20. REGULAR FULL-TIME POSITION shall mean a position established on a permanent year around basis requiring work on a regular schedule of at least 35 hours per week.

21. REGULAR PART-TIME POSITION shall mean a position established on a permanent year around basis requiring work on a regular schedule of less than 35 hours per week.

1 SECTION 4. EMPLOYEES COVERED.

2 1. This ordinance shall apply to all County employees except those
3 exempted from the Career Service as in Article 5, Section 550 of the
4 County Charter.

5 2. Additionally, Section 7., Employee Benefits, and Section 8.
6 Standardized Salary Schedule; of this ordinance shall apply to all
7 County employees, except elected officials.

8 SECTION 5. SYSTEM ADMINISTRATION. The County executive or
9 his designee shall administer the personnel system of the county in accordance
10 with the policies established by this ordinance. The county executive or his
11 designee shall prepare and administer all county personnel matters from
12 comprehensive personnel rules and administrative procedures of the Career
13 Service based upon this ordinance. The Office of Personnel shall administer
14 the provisions of this ordinance and the provisions of the comprehensive
15 personnel rules.

16 The Personnel Board shall establish procedures for conducting its
17 hearings.

18 SECTION 6. CONDITIONS OF EMPLOYMENT.

19 A. General Conditions of Employment.

20 1. All employees shall hold their positions subject to the rules and
21 regulations established by the County Council and as provided by the
22 King County Charter.

23 2. No regular employee of the County shall engage in any occupation
24 or outside activity which is incompatible with his employment by the
25 County. All employees are referred to Ordinance No. 204 for conflict
26 of interest provisions.

27 3. Upon the effective date of this ordinance, members of the same
28 family or other close relative shall not be appointed to positions in
29 the same budget unit. Same family or close relative shall mean:
30 mother, father, son, daughter, brother, sister, husband, wife, aunt,
31 uncle, niece, nephew, grandfather, grandmother, grandson, grand-
32 daughter and in-laws. Supervisory or administrative officers and

1 employees shall not directly or indirectly supervise the above listed
2 relatives in the organization for which he may be responsible.

3 B. Appointment Authority.

4 1. All appointments shall be made in accordance with the provisions
5 of Section 340 of the Charter.

6 C. Probationary Period.

7 1. There shall be a probationary period in which time the employee
8 will be evaluated to determine whether or not he can become a member
9 of permanent employment in the Career Service. The probationary
10 period shall be established by the Administrative Procedures Manual
11 of the Career Services.

12 This probationary period shall be served by those employees who
13 are newly hired, re-employed persons, transferred employees and
14 employees that have been promoted or demoted.

15 2. A probationary employee may be separated from the service at
16 any time during the probation period without right of appeal or hearing.
17 Notwithstanding any other provisions of this section, an employee
18 rejected during this probation period from a position to which he had
19 been promoted or transferred, may be restored to his former position.
20 Such restoration is not mandatory, but is optional at the discretion of
21 the former department head, within the limits of available authorized
22 positions. Such restoration includes restoration of the employee's
23 former salary, merit increase eligibility date, and all other benefits
24 to which he would have been entitled if the promotion or transfer had
25 not occurred. If restoration to the former position is not feasible, the
26 employee is entitled to a Career Service position which has a comparable
27 salary or wage within county government.

28 D. Work Conditions.

29 1. General. Nothing contained in this Ordinance shall prevent,
30 relieve or otherwise excuse any County officer or employee from
31 the performance of any duty imposed upon him by law or ordinance
32 of this County, or from the rendering of service at such times and

1 places as are necessary in order to properly perform the functions of
2 his office or employment.

3 2. Work Week. Except as may be otherwise provided, the official
4 work week shall be five working days.

5 3. Work Day. Except as may be otherwise provided by the County
6 Council, eight hours of work shall constitute a day's work for all
7 regular and probationary full-time employees. The lunch period shall
8 not be considered part of the eight hours of work.

9 4. Fair Labor Standards Act. The County shall be governed by the
10 provisions of the Federal Fair Labor Standards Act.

11 5. Overtime.

12 a. Overtime is recognized as work performed beyond a normal
13 work day or work week. Overtime work shall be compensated
14 as may be hereinafter provided for in appropriate ordinances or
15 personnel rules.

16 b. Overtime accrued by employees who are required to work
17 on a paid holiday, in order that vital County services may be
18 maintained, shall be paid at the rate of one and one-half the
19 regular rate in addition to the holiday pay normally due. An
20 exception being those departments which normally work holidays
21 in which case compensatory time off will be granted.

22 c. Off-duty time spent as a witness in court in connection with
23 regular duties as a County employee shall be considered overtime.

24 d. Overtime shall not be compensated unless it has been specifi-
25 cally ordered or authorized in writing, except in emergencies,
26 by the department head or his deputy.

27 e. Any employee separating from the County service shall be
28 paid for accumulated overtime at the time of such separation.

29 f. Time worked as overtime shall not be used to earn employee
30 benefits or to serve out probation or merit increase periods.

31 Compensatory time off may be used as part of the established
32 work week to earn employee benefits and to serve out probation

and merit increase periods.

g. Regular part-time employees required to work in excess of a regular work schedule during any week to cover seasonal peak work loads, emergency extra work loads of limited duration, necessary vacation relief and other similar situations, shall not be paid overtime. Regular part-time employees become eligible for overtime pay upon completion of a regular work-day or work-week.

h. Employees in extra help positions are not considered to have a regular work schedule but shall be paid overtime pursuant to paragraph a. of this section.

i. No department head may employ a person from outside the department as a substitute for an employee who is on compensatory time off. No department head shall assign an employee within the department as a substitute for another employee who is on compensatory time off, where such employee assigned receives an increase in pay, as a result of such assignment.

6. Call Duty. The county recognizes that there is an occasional need for an employee to return to work outside his normal work day. This circumstance shall be covered with appropriate personnel rules.

E. On-The-Job Injury. The county recognizes a responsibility for action regarding on the job injuries. This circumstance shall be covered by appropriate personnel rules.

F. Discipline, Separations and Appeals. Discipline is the responsibility of management. Disciplinary action guidelines and appeals will be established through adoption of Personnel Rules. Disciplinary action, if appealed, will be reviewed by the County Personnel Board prior to litigation.

G. Equal Employment Opportunity. Race, religion, creed, sex and national origin may not be considered as a factor of employment or discharge. King County is an equal opportunity employer.

H. Restoration Rights. Any Career Service Employee that accepts a transfer or promotion to exempt service shall be assured re-entry to Career Service in a position with a comparable salary or wage, if the employee desires to return to the Career Service.

SECTION 7. EMPLOYEE BENEFITS.

A. Holidays. The following days shall be considered holidays for county employees. Thereby county employees will be granted said days off with full pay: (Refer to Section VI., D., 5, Overtime, this ordinance, for exceptions to this policy.)

1. January 1st, New Year's Day.
2. February 12th, Lincoln's Birthday.
3. February 22nd, Washington's Birthday.
4. May 30th, Memorial Day.
5. July 4th, Independence Day.
6. First Monday in September, Labor Day.
7. October 12th, Columbus Day.
8. November 11th, Veterans Day.
9. Thanksgiving Day, as legally designated.
10. December 25th, Christmas Day.
11. Any day upon which a state wide election is held.
12. Special or limited holidays as declared by the President or Governor, and as approved by the Council.
13. Such other days in lieu of holidays as the County Council may determine. When a holiday falls on Saturday, the Friday before is a paid holiday. When a holiday falls on a Sunday, the Monday following is a paid holiday.

Only regular employees, holding county positions on the effective date of the holiday, will be eligible for holiday pay.

Administration of matters pertaining to holidays shall be the responsibility of the Personnel Department.

1 B. Vacations.

2 1. Every regular full-time employee shall receive vacation benefits
3 as indicated in the following table:

4 Years of Continuous Service	Monthly Vacation Credit	Equivalent Annual Vacation Credit	Maximum Vacation Accumulation Allowed
6 Less than 3 years	.833 days	10 days	10 days
8 3 to 15 years	1.25	15 days	30 days
10 15 years and up	1.66	20 days	40 days

12 a. Any regular full-time employee with less than three (3)
13 years of continuous service, employed by the county on or
14 before the effective date of this ordinance, shall receive vacation
15 benefits as though the employee had at least three (3) years of
16 continuous service.

17 b. Employees hired after the effective date of this ordinance
18 shall accrue vacation benefits annually until said employees have
19 earned three (3) annual vacations.

20 2. Employees with three or more continuous years of service shall
21 accrue vacation benefits monthly.

22 3. Vacation benefits for regular part-time employees will be established
23 based upon the ratio of hours actually worked (less overtime) to a stan-
24 dard work year.

25 For example:

26 If a regular part-time employee normally works four (4) hours per
27 day in a department that normally works eight (8) hours per day then
28 the part-time employee would be granted $\frac{4}{8}$ of the vacation benefit
29 allowed a full-time staff member with an equivalent number of years
30 service.

31 4. No person shall be permitted to work for compensation for the
32 county in any capacity during the time when vacation benefits are

1 being drawn.

2 5. Vacation shall not be in increments of less than four (4) hours.

3 6. Upon termination, for any reason, the employee will be paid for
4 unused vacation credits. Payment will be based upon the hourly
5 equivalent of the employee's salary at the time of termination.

6 (8 hours per day = 2, 080 hours/year)

7 7. Extra help employees will not be granted vacation benefits.

8 8. No employee shall earn the equivalent of a month's vacation credit
9 during a month when the employee is absent without pay more than
10 three working days.

11 9. In cases of separation by death, payment of unused vacation
12 benefits shall be made to the employee's estate, or in applicable
13 cases, as provided by Chapter 11, R. C. W.

14 C. Sick Leave.

15 1. Every regular full-time employee shall accrue sick leave benefits
16 at the rate of one (1) work day for each month in county service.

17 2. No employee shall earn sick-leave credit during a month in which
18 the employee is absent without authorization or absent without pay more
19 than three days.

20 3. Every regular part-time employee shall receive sick leave benefits
21 proportionate to the employee's regular work day.

22 For example:

23 If a part-time employee normally works four (4) hours per day and
24 the department's normal work day is eight (8) hours, the employee
25 will receive four (4) hours of sick leave benefits for the month.

26 4. Extra help employees receive no sick leave benefits.

27 5. Elected county officials shall not be subject to the limitations of
28 this sick-leave policy.

29 6. Sick leave shall accrue on a monthly basis starting with the first
30 of the month following the month the employee commenced employment.

31 7. Sick leave may be used in one hour increments, at the discretion
32 of the department manager.

1 8. There shall be no limit to the hours of sick leave
2 by an employee.

3 9. Sick leave benefits are provided in order that the employee's wages
4 may be protected in cases where health is poor or medical attention is
5 required. Department management is responsible for the proper
6 administration of this benefit.

7 10. Separation from King County employment, except by reason of
8 temporary lay-off due to lack of work or funds, shall cancel all sick
9 leave currently accrued to the employee. Should the employee resign
10 in good standing and return to the County within one year, accrued
11 sick leave shall be restored.

12 11. Sick leave because of an employee's physical incapacity will not be
13 approved when the injury is directly traceable to simultaneous employ-
14 ment other than with the County of King.

15 D. Training.

16 1. It is the policy of the County to provide, within budgeted appro-
17 priations, training opportunities for its eligible employees. The
18 training policy shall be guided by, but not limited to, the overall
19 objectives of encouraging and motivating employees, supervisors, and
20 management to improve their personal capabilities in performance of
21 specific tasks, public relations, employee relations, various management
22 techniques, communication skills, as well as orientation of new employees.

23 2. The County Executive shall have responsibility for planning and
24 executing an adequate training program for the employees and manage-
25 ment of King County.

26 3. The county will not reimburse employees for voluntary additional
27 training.

28 4. Employees wishing to complete educational programs may request
29 a leave of absence for this purpose. The manager, with consultation
30 with the appointing authority, may approve such leaves of absence with-
31 out pay.
32

E. Leave of Absence Without Pay.

1. Leaves of absence without pay for a time span of up to thirty (30) calendar days may be granted to an employee by the employee's department manager.
2. Leaves of absence without pay for a time span of more than thirty (30) calendar days may be granted to an employee with appropriate approvals tendered by the employee's manager and the Personnel Department.
3. A leave of absence without pay may be for a period not to exceed one (1) year; except in unusual instances, in which case extension of the leave shall be reviewed by the Personnel Department.
4. Other employee benefits shall not accrue to the employee while on leave of absence without pay.
5. If the leave of absence without pay was granted for purposes of recovering health, the employee may be required to submit a physician's statement concerning the employee's ability to resume duties prior to return to work.
6. An employee on leave of absence without pay may return from the leave before its expiration date, if subject employee provides the affected department manager with written notice fifteen (15) days prior to resuming duties.
7. Failure to return at the expiration date of a leave of absence without pay shall be considered automatic termination.
8. A leave of absence may be revoked upon evidence submitted by the Department Head to the Personnel Office that subject leave of absence was requested and granted under false pretenses or that the need for such leave of absence has ceased to exist.

F. Family Care and Death. Three sick leave days of absence from the job may be granted due to a requirement to care for immediate family members that are seriously ill. Three days of absence from the job may be granted in each instance when a death occurs to an immediate member of the employee's family. All such leaves will be granted

1 with pay and will be charged against the employee's accumulated sick
2 leave account. In cases where no sick leave benefit exists, the em-
3 ployee may be granted leave without pay. A holiday or regular day off
4 which falls within the said three days shall not be charged to sick leave,
5 but shall be counted as part of the three days.

6 G. Time Off For Examinations. All persons in the Career Service shall
7 be entitled to necessary time off with pay for the purpose of taking
8 qualifying or promotional examinations for the County of King. This
9 shall include resulting hiring interviews for which they may be eligible.

10 H. Military Leave of Absence.

11 1. The appointing authority, with the approval of the Personnel
12 Manager, shall grant for a period not exceeding fifteen (15) calendar
13 days during each calendar year, a leave of absence, with pay, to
14 regular employees for the purpose of taking part in active training duty
15 as provided in R. C. W. 38.40.060, provided that such request for such
16 leave shall be in writing and accompanied with a validated copy of
17 military orders ordering such active training duty.

18 2. The appointing authority, must abide by Federal law in granting
19 military leave to those employees who enter the military of the United
20 States for regular service of more than fifteen (15) days.

21 I. Jury Duty. Any regular or probationary employee ordered on a jury
22 shall be entitled to his regular County pay provided he deposits his fees
23 for such service, exclusive of mileage, with the Director of Finance.
24 Inasmuch as the County is paying the employee's salary, an employee
25 will report back to his working supervisor and to work if it is practi-
26 cable, when an employee is dismissed from jury service early on a
27 particular day.

28 J. Retirement. Effective with the passing of this ordinance, retirement
29 from County employment shall occur on the first of the month follow-
30 ing the occurrence of the (65) sixty-fifth birthday. There shall be no
31 exceptions to this policy.

32 Employees over age sixty-two (62) on the date this ordinance becomes

1 effective shall have an additional three (3) years, if desired, to
2 continue service with the County. This three (3) year period is offered
3 as a special consideration to those employees that had planned upon
4 county income beyond age sixty-five (65).

5 Elected officials are exempted from the retirement section of this
6 ordinance.

7 SECTION 8. STANDARDIZED SALARY SCHEDULE

- 8 1. A standardized salary schedule shall be developed, and adopted.
9 2. It shall be the responsibility of the County Executive or his designee
10 to prepare and submit recommended salaries for legislative review.
11 The recommended salaries for the following budget year shall be pre-
12 sented to the Council on or before the 75th day prior to the end of the
13 fiscal year.

14 SECTION 9. SALARY AND WAGE PLAN ADMINISTRATION.

15 The Manager shall be responsible to administer the salary plan as
16 adopted by the Council and to adhere to rules adopted by the Council to outline
17 salary Administration. The Manager shall periodically review the rules
18 affecting this section and recommend amendments where needed. The Rules
19 shall cover the following administrative matters:

- 20 a. Salary limitations within a salary range.
21 b. Entrance salary for new employees.
22 c. Salary for reemployed personnel.
23 d. Salary anniversary period.
24 -personnel evaluation
25 e. Merit salary adjustment.
26 f. Promotions.
27 g. Transfers.
28 h. Demotions.
29 i. Reclassifications.
30 j. Pay adjustments - overtime, compensatory, shift, pay periods.
31 k. Assumption by County of functions and personnel or other govern-
32 mental agencies.

1 1. Retirement.

2 Compensation for all county employees shall be equitably provided on the basis
3 of equal pay for equal work. Compensation other than salary and wages may
4 include rent free or rent subsidized housing to include utility costs, meals
5 offered at reduced rates and use of transportation.

6 SECTION 10. ADMINISTRATIVE PROCEDURES FOR THE CAREER
7 SERVICE.

8 It shall be the responsibility of the Executive or his designee to establish
9 administrative procedures for Career Service in accordance with the policies
10 established by the County Council. Administrative procedures for the Career
11 Service shall include but not be limited to the following:

12 A. Purpose - Objectives - Intent

13 B. Pre-Employment Administration

14 1) Role of the Personnel Administrator

15 2) Role of the Personnel Board

16 3) Definitions

17 4) Recruitment Procedures

18 5) Application Procedures

19 6) Examinations

20 7) Employment Lists

21 8) Certification

22 9) Appointment

23 C. Post-Employment Administration

24 1) Role of the Personnel Administrator

25 2) Role of the Personnel Board

26 3) Definitions

27 4) Classification System

28 5) Provisions for Employee Transfers

29 6) Employee Performance Evaluations

30 7) Disciplinary Rules and Procedures

31 8) Termination Procedures

32 D. Grievance Procedures

 1) Role of the Group Supervisor

2) Role of the Personnel Administrator

3) Role of the County Administrator

4) Role of the Personnel Board

SECTION 11., CONSTITUTIONALITY . If any section, sub-section, paragraph, sentence, clause or phrase of this Ordinance is for any reason held to be invalid or unconstitutional, such invalidity or unconstitutionality shall not effect the validity or constitutionality of the remaining portions of this Ordinance, it being herein expressly declared that this Ordinance and each section, sub-section, paragraph, sentence, clause and phrase thereof would have been adopted irrespective of the fact that any one or more other sections, sub-sections, paragraphs, sentences, clauses or phrases be declared invalid or unconstitutional.

SECTION 12., RESOLUTIONS REPEALED. The following resolutions heretofore enacted shall be repealed with the passage of this Ordinance:

<u>Resolution</u>	<u>Date passed</u>
10958	14 June 1948
16542	2 July 1956
7819	16 September 1940
18236	17 March 1958, as amended by resolutions 27318, 3 February 1964, and 20560, 30 November 1959
19845	9 June 1959

INTRODUCED and read for the first time this 6th day of April, 1970.

PASSED this 20th day of April, 1970.

KING COUNTY COUNCIL
KING COUNTY WASHINGTON

Bill Keams
Chairman

ATTESTED

John H. Steiner
Clerk of the Council

APPROVED this 20th day of April, 1970.

ORDINANCE READINGS

1st 4-6-70
2nd 4-20-70
3rd 4-20-70

John J. Bellman
King County Executive

Jackie

RETURN TO
KING COUNTY COUNCIL
402 King County Courthouse
SEATTLE, WASH. 98104

PERSONNEL POLICY
KING COUNTY
WASHINGTON
ORDINANCE NO. 00422

EFFECTIVE MAY 1, 1970

PERSONNEL POLICY

KING COUNTY

WASHINGTON

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"All county employees and officers shall be members of the career service except those in the following positions: All elected officers; the county auditor, the clerk and all other employees of the county council; the county administrative officer, the chief officer of each executive department and administrative office, the members of all boards and commissions; administrative assistants for the county executive and one administrative assistant each for the county administrative officer, the county auditor, the county assessor, the chief officer of each executive department and administrative office and for each board and commission; a chief deputy for the county assessor; one confidential secretary each for the county executive, the chief officer of each executive department and administrative office, and for each administrative assistant specified herein; all employees of those officers who are exempted from the provisions of this charter by the state constitution; persons employed in a professional or scientific capacity to conduct a special inquiry, investigation or examination; part-time and temporary employees; administrative interns; election precinct officials; all persons serving the county without compensation; physicians; surgeons; dentists; medical interns; and student nurses and inmates employed by county hospitals, tuberculosis sanitariums and health departments of the county."

4. CLASS means a position or group of positions established under these rules sufficiently similar in respect to the duties, responsibilities and authority thereof, that the same descriptive title may be used to designate each position allocated to the class, that essentially the same requirements as to education, experience, ability and other qualifications should be required of the incumbents, that the same tests of fitness may be used to choose qualified employees and that the same schedule of compensation can be made to apply with equity.

5. COMPENSATORY TIME shall mean time granted off with pay in lieu of work performed either on an authorized overtime basis or work performed on a holiday which is normally scheduled as a day off. Such compensatory time shall be granted on the basis of time and one-half.
6. COUNCIL shall mean the County Council of the County of King.
7. COUNTY shall mean the County of King and any other organization that is legally governed by the County Council with respect to personnel matters.
8. EMPLOYEE means a person who is employed in the Career or Non-career Service, or who is on leave of absence according to these rules and whose position is held for him pending his return; any elected official or his Non-career appointees; any regular employee who temporarily accepts appointment to a Non-career position in the County Service.
9. EXEMPT POSITION shall mean any position not included in the Career Service of King County. Exempt positions are positions to which appointment may be made directly. Incumbents serve at the pleasure of the appointing authority. Positions outside the Career Service are listed in Section 550 of the Charter.
10. EXTRA HELP EMPLOYEE shall mean an employee employed in an extra help position.
11. EXTRA HELP POSITION shall mean a position intended to be occupied on less than a year around basis (maximum duration of six consecutive months unless specifically extended by the Personnel Manager for an additional 30 days) to cover season peak work loads, emergency work loads of limited duration, necessary vacation relief and other situations involving fluctuating staff.
12. MANAGER shall mean the Manager of the Office of Personnel of the County of King.
13. POSITION means a group of current duties and responsibilities assigned by competent authority requiring the full time or part time employment of one person.
14. PROBATIONARY PERIOD. This period is the final step in the competitive screening process. An appointment to the Career Service is not final as a regular employee unless the employee successfully completes this period.
15. PROBATIONARY EMPLOYEE shall mean an employee who is serving a probationary period and is employed in either a regular full-time or regular part-time position.
16. PROVISIONAL APPOINTMENT is an appointment made in the absence of a candidate certified as qualified by the Personnel Manager. Only the Personnel Manager may authorize a provisional appoint-

ment. An appointment in this status is limited to 30 days after the Personnel Manager certifies qualified candidates, or a maximum of six months, whichever shall occur sooner.

17. PROVISIONAL EMPLOYEE is an employee holding a position under provisional appointment, pending a competitive screening for the class.

18. RECRUITING STEP shall be the first step of the salary range allocated to a class unless otherwise authorized by the County Administrative Officer.

19. REGULAR EMPLOYEE shall mean an employee who is not on probation and is employed in either a regular full-time or regular part-time position.

20. REGULAR FULL-TIME POSITION shall mean a position established on a permanent year around basis requiring work on a regular schedule of at least 35 hours per week.

21. REGULAR PART-TIME POSITION shall mean a position established on a permanent year around basis requiring work on a regular schedule of less than 35 hours per week.

SECTION 4. EMPLOYEES COVERED

1. This ordinance shall apply to all County employees except those exempted from the Career Service as in Article 5, Section 550 of the County Charter.

2. Additionally, Section 7., Employee Benefits, and Section 8., Standardized Salary Schedule of this ordinance shall apply to all County employees, except elected officials.

SECTION 5. SYSTEM ADMINISTRATION. The County executive or his designee shall administer the personnel system of the county in accordance with the policies established by this ordinance. The County executive or his designee shall prepare and administer all County personnel matters from comprehensive personnel rules and administrative procedures of the Career Service based upon this ordinance. The Office of Personnel shall administer the provisions of this ordinance and the provisions of the comprehensive personnel rules.

The Personnel Board shall establish procedures for conducting its hearings.

SECTION 6. CONDITIONS OF EMPLOYMENT.

A. General Conditions of Employment.

1. All employees shall hold their positions subject to the rules and regulations established by the County Council and as provided by the King County Charter.

2. No regular employee of the County shall engage in

any occupation or outside activity which is incompatible with his employment by the County. All employees are referred to Ordinance No. 204 for conflict of interest provisions.

3. Upon the effective date of this ordinance, members of the same family or other close relative shall not be appointed to positions in the same budget unit. Same family or close relative shall mean: Mother, father, son, daughter, brother, sister, husband, wife, aunt, uncle, niece, nephew, grandfather, grandmother, grandson, granddaughter and in-laws. Supervisory or administrative officers and employees shall not directly or indirectly supervise the above listed relatives in the organization for which he may be responsible.

B. Appointment Authority.

1. All appointments shall be made in accordance with the provisions of Section 340 of the Charter.

C. Probationary Period.

1. There shall be a probationary period in which time the employee will be evaluated to determine whether or not he can become a member of permanent employment in the Career Service. The probationary period shall be established by the Administrative Procedures Manual of the Career Services.

This probationary period shall be served by those employees who are newly hired, re-employed persons, transferred employees and employees that have been promoted or demoted.

2. A probationary employee may be separated from the service at any time during the probation period without right of appeal or hearing. Notwithstanding any other provisions of this section, an employee rejected during this probation period from a position to which he had been promoted or transferred, may be restored to his former position. Such restoration is not mandatory, but is optional at the discretion of the former department head, within the limits of available authorized positions. Such restoration includes restoration of the employee's former salary, merit increase, eligibility date, and all other benefits to which he would have been entitled if the promotion or transfer had not occurred. If restoration to the former position is not feasible, the employee is entitled to a Career Service position which has a comparable salary or wage within County government.

D. Work Conditions.

1. General. Nothing contained in this Ordinance shall prevent, relieve or otherwise excuse any County officer or

employee from the performance of any duty imposed upon him by law or ordinance of this County, or from the rendering of service at such times and places as are necessary in order to properly perform the functions of his office or employment.

2. Work Week. Except as may be otherwise provided, the official work week shall be five working days.

3. Work Day. Except as may be otherwise provided by the County Council, eight hours of work shall constitute a day's work for all regular and probationary full-time employees. The lunch period shall not be considered part of the eight hours of work.

4. Fair Labor Standards Act. The County shall be governed by the provisions of the Federal Fair Labor Standards Act.

5. Overtime.

a. Overtime is recognized as work performed beyond a normal work day or work week. Overtime work shall be compensated as may be hereinafter provided for in appropriate ordinances or personnel rules.

b. Overtime accrued by employees who are required to work on a paid holiday, in order that vital County services may be maintained, shall be paid at the rate of one and one-half the regular rate in addition to the holiday pay normally due. An exception being those departments which normally work holidays in which case compensatory time off will be granted.

c. Off-duty time spent as a witness in court in connection with regular duties as a County employee shall be considered overtime.

d. Overtime shall not be compensated unless it has been specifically ordered or authorized in writing, except in emergencies, by the department head or his deputy.

e. Any employee separating from the County service shall be paid for accumulated overtime at the time of such separation.

f. Time worked as overtime shall not be used to earn employee benefits or to serve out probation or merit increase periods. Compensatory time off may be used as part of the established work week to earn employee benefits and to serve out probation and merit increase periods.

g. Regular part-time employees required to work in excess of a regular work schedule during any week to

cover seasonal peak work loads, emergency extra work loads of limited duration, necessary vacation relief and other similar situations, shall not be paid overtime. Regular part-time employees become eligible for overtime pay upon completion of a regular work-day or work-week.

h. Employees in extra help positions are not considered to have a regular work schedule but shall be paid overtime pursuant to paragraph a. of this section.

i. No department head may employ a person from outside the department as a substitute for an employee who is on compensatory time off. No department head shall assign an employee within the department as a substitute for another employee who is on compensatory time off, where such employee assigned receives an increase in pay, as a result of such assignment.

6. Call Duty. The County recognizes that there is an occasional need for an employee to return to work outside his normal work day. This circumstance shall be covered with appropriate personnel rules.

- E. On-The-Job Injury. The County recognizes a responsibility for action regarding on-the-job injuries. The circumstance shall be covered by appropriate personnel rules.
- F. Discipline, Separations and Appeals. Discipline is the responsibility of management. Disciplinary action guidelines and appeals will be established through adoption of Personnel Rules. Disciplinary action, if appealed, will be reviewed by the County Personnel Board prior to litigation.
- G. Equal Employment Opportunity. Race, religion, creed, sex and national origin may not be considered as a factor of employment or discharge. King County is an equal opportunity employer.
- H. Restoration Rights. Any Career Service Employee that accepts a transfer or promotion to exempt service shall be assured re-entry to Career Service in a position with a comparable salary or wage, if the employee desires to return to the Career Service.

SECTION 7. EMPLOYEE BENEFITS.

- A. Holidays. The following days shall be considered holidays for County employees. Thereby County employees will be granted said days off with full pay: (Refer to Section VI., D., 5, Overtime, this ordinance, for exceptions to this policy.)

- 1. January 1st, New Year's Day.

2. February 12th, Lincoln's Birthday.
3. February 22nd, Washington's Birthday.
4. May 30th, Memorial Day.
5. July 4th, Independence Day.
6. First Monday in September, Labor Day.
7. October 12th, Columbus Day.
8. November 11th, Veterans Day.
9. Thanksgiving Day, as legally designated.
10. December 25th, Christmas Day.
11. Any day upon which a state wide election is held.
12. Special or limited holidays as declared by the President or Governor, and as approved by the Council.
13. Such other days in lieu of holidays as the County Council may determine. When a holiday falls on Saturday, the Friday before is a paid holiday. When a holiday falls on a Sunday, the Monday following is a paid holiday.

Only regular employees, holding County positions on the effective date of the holiday, will be eligible for holiday pay.

Administration of matters pertaining to holidays shall be the responsibility of the Personnel Department.

B. Vacations.

1. Every regular full-time employee shall receive vacation benefits as indicated in the following table:

Years of Continuous Service	Monthly Vacation Credit	Equivalent Annual Vacation Credit	Maximum Vacation Accumulation Allowed
Less than 3 years	.833 days	10 days	10 days
3 to 15 years	1.25 days	15 days	30 days
15 years and up	1.66 days	20 days	40 days

a. Any regular full-time employee with less than three (3) years of continuous service, employed by the County on or before the effective date of this ordinance, shall receive vacation benefits as though the employee had at least three (3) years of continuous service.

b. Employees hired after the effective date of this ordinance shall accrue vacation benefits annually until said employees have earned three (3) annual vacations.

2. Employees with three or more continuous years of service shall accrue vacation benefits monthly.

3. Vacation benefits for regular part-time employees will be established based upon the ratio of hours actually worked (less overtime) to a standard work year.

For example:

If a regular part-time employee normally works four (4) hours per day in a department that normally works eight (8) hours per day then the part-time employee would be granted 4/8 of the vacation benefit allowed a full-time staff member with an equivalent number of years service.

4. No person shall be permitted to work for compensation for the County in any capacity during the time when vacation benefits are being drawn.

5. Vacation shall not be in increments of less than four (4) hours.

6. Upon termination, for any reason, the employee will be paid for unused vacation credits. Payment will be based upon the hourly equivalent of the employee's salary at the time of termination. (8 hours per day = 2,080 hours/year).

7. Extra help employees will not be granted vacation benefits.

8. No employee shall earn the equivalent of a month's vacation credit during a month when the employee is absent without pay more than three working days.

9. In cases of separation by death, payment of unused vacation benefits shall be made to the employee's estate, or in applicable cases, as provided by Chapter 11, R.C.W.

C. Sick Leave.

1. Every regular full-time employee shall accrue sick leave benefits at the rate of one (1) work day for each month in County service.

2. No employee shall earn sick leave credit during a month

in which the employee is absent without authorization or absent without pay more than three days.

3. Every regular part-time employee shall receive sick leave benefits proportionate to the employee's regular work day.

For example:

If a part-time employee normally works four (4) hours per day and the department's normal work day is eight (8) hours, the employee will receive four (4) hours of sick leave benefits for the month.

4. Extra help employees receive no sick leave benefits.

5. Elected County officials shall not be subject to the limitations of this sick leave policy.

6. Sick leave shall accrue on a monthly basis starting with the first of the month following the month the employee commenced employment.

7. Sick leave may be used in one hour increments, at the discretion of the department manager.

8. There shall be no limit to the hours of sick leave benefits accrued by an employee.

9. Sick leave benefits are provided in order that the employee's wages may be protected in cases where health is poor or medical attention is required. Department management is responsible for the proper administration of this benefit.

10. Separation from King County employment, except by reason of temporary lay-off due to lack of work or funds, shall cancel all sick leave currently accrued to the employee. Should the employee resign in good standing and return to the County within one year, accrued sick leave shall be restored.

11. Sick leave because of an employee's physical incapacity will not be approved when the injury is directly traceable to simultaneous employment other than with the County of King.

D. Training.

1. It is the policy of the County to provide, within budgeted appropriations, training opportunities for its eligible employees. The training policy shall be guided by, but not limited to, the overall objectives of encouraging and motivating employees, supervisors, and management to improve their personal capabilities in performance of specific tasks, public relations, employee

relations, various management techniques, communication skills, as well as orientation of new employees.

2. The County Executive shall have responsibility for planning and executing an adequate training program for the employees and management of King County.

3. The County will not reimburse employees for voluntary additional training.

4. Employees wishing to complete educational programs may request a leave of absence for this purpose. The manager, with consultation with the appointing authority, may approve such leaves of absence without pay.

E. Leave of Absence Without Pay.

1. Leaves of absence without pay for a time span of up to thirty (30) calendar days may be granted to an employee by the employee's department manager.

2. Leaves of absence without pay for a time span of more than thirty (30) calendar days may be granted to an employee with appropriate approvals tendered by the employee's manager and the Personnel Department.

3. A leave of absence without pay may be for a period not to exceed one (1) year; except in unusual instances, in which case extension of the leave shall be reviewed by the Personnel Department.

4. Other employee benefits shall not accrue to the employee while on leave of absence without pay.

5. If the leave of absence without pay was granted for purposes of recovering health, the employee may be required to submit a physician's statement concerning the employee's ability to resume duties prior to return to work.

6. An employee on leave of absence without pay may return from the leave before its expiration date, if subject employee provides the affected department manager with written notice fifteen (15) days prior to resuming duties.

7. Failure to return at the expiration date of a leave of absence without pay shall be considered automatic termination.

8. A leave of absence may be revoked upon evidence submitted by the Department Head to the Personnel Office that subject leave of absence was requested and granted under false pretenses or that the need for such leave of absence has ceased to exist.

F. Family Care and Death. Three sick leave days of absence from the job may be granted due to a requirement to care

for immediate family members that are seriously ill. Three days of absence from the job may be granted in each instance when a death occurs to an immediate member of the employee's family. All such leaves will be granted with pay and will be charged against the employee's accumulated sick leave account. In cases where no sick leave benefits exist, the employee may be granted leave without pay. A holiday or regular day off which falls within the said three days shall not be charged to sick leave, but shall be counted as part of the three days.

- G. Time Off For Examinations. All persons in the Career Service shall be entitled to necessary time off with pay for the purpose of taking qualifying or promotional examinations for the County of King. This shall include resulting hiring interviews for which they may be eligible.
- H. Military Leave of Absence.
1. The appointing authority, with the approval of the Personnel Manager, shall grant for a period not exceeding fifteen (15) calendar days during each calendar year, a leave of absence, with pay, to regular employees for the purpose of taking part in active training duty as provided in R.C.W. 38.40.060, provided that such request for such leave shall be in writing and accompanied with a validated copy of military orders ordering such active training duty.
 2. The appointing authority must abide by Federal law in granting military leave to those employees who enter the military of the United States for regular service of more than fifteen (15) days.
- I. Jury Duty. Any regular or probationary employee ordered on a jury shall be entitled to his regular County pay provided he deposits his fees for such service, exclusive of mileage, with the Director of Finance. Inasmuch as the County is paying the employee's salary, an employee will report back to his working supervisor and to work if it is practicable, when an employee is dismissed from jury service early on a particular day.
- J. Retirement. Effective with the passing of this ordinance, retirement from County employment shall occur on the first of the month following the occurrence of the (65) sixty-fifth birthday. There shall be no exceptions to this policy.

Employees over age sixty-two (62) on the date this ordinance becomes effective shall have an additional three (3) years, if desired, to continue service with the County. This three (3) year period is offered as a special consideration to those employees that had planned upon County income beyond age sixty-five (65).

Elected officials are exempted from the retirement section of this ordinance.

SECTION 8. STANDARDIZED SALARY SCHEDULE.

1. A standardized salary schedule shall be developed and adopted.
2. It shall be the responsibility of the County Executive or his designee to prepare and submit recommended salaries for legislative review. The recommended salaries for the following budget year shall be presented to the Council on or before the 75th day prior to the end of the fiscal year.

SECTION 9. SALARY AND WAGE PLAN ADMINISTRATION.

The Manager shall be responsible to administer the salary plan as adopted by the Council and to adhere to rules adopted by the Council to outline salary administration. The Manager shall periodically review the rules affecting this section and recommend amendments where needed. The Rules shall cover the following administrative matters.

- a. Salary limitations within a salary range.
- b. Entrance salary for new employees.
- c. Salary for re-employed personnel.
- d. Salary anniversary period.
-personnel evaluation
- e. Merit salary adjustment.
- f. Promotions.
- g. Transfers.
- h. Demotions.
- i. Reclassifications.
- j. Pay adjustments - overtime, compensatory, shift, pay periods.
- k. Assumptions by County of functions and personnel or other governmental agencies.
- l. Retirement.

Compensation for all County employees shall be equitably provided on the basis of equal pay for equal work. Compensation other than salary and wages may include rent free or rent subsidized housing to include utility costs, meals offered at reduced rates and use of transportation.

SECTION 10. ADMINISTRATIVE PROCEDURES FOR THE CAREER SERVICE.

It shall be the responsibility of the Executive or his designee

to establish administrative procedures for Career Service in accordance with the policies established by the County Council. Administrative procedures for the Career Service shall include but not be limited to the following:

A. Purpose - Objectives - Intent

B. Pre-Employment Administration

- 1) Role of the Personnel Administrator
- 2) Role of the Personnel Board
- 3) Definitions
- 4) Recruitment Procedures
- 5) Application Procedures
- 6) Examinations
- 7) Employment Lists
- 8) Certification
- 9) Appointment

C. Post-Employment Administration

- 1) Role of the Personnel Administrator
- 2) Role of the Personnel Board
- 3) Definitions
- 4) Classification System
- 5) Provisions for Employee Transfers
- 6) Employee Performance Evaluations
- 7) Disciplinary Rules and Procedures
- 8) Termination Procedures

D. Grievance Procedures

- 1) Role of the Group Supervisor
- 2) Role of the Personnel Administrator
- 3) Role of the County Administrator
- 4) Role of the Personnel Board

SECTION 11. CONSTITUTIONALITY.

If any section, sub-section, paragraph, sentence, clause or phrase of this Ordinance is for any reason held to be invalid or unconstitutional, such invalidity or unconstitutionality shall not effect the validity or constitutionality of the remaining portions of this Ordinance, it being herein expressly declared that this Ordinance and each section, sub-section, paragraph, sentence, clause and phrase thereof would have been adopted irrespective of the fact that any one or more other sections, sub-sections, paragraphs, sentences, clauses or phrases be declared invalid or unconstitutional.

SECTION 12. RESOLUTIONS REPEALED.

The following resolutions heretofore enacted shall be repealed with the passage of this Ordinance:

<u>Resolution</u>	<u>Date Passed</u>
10958	14 June 1948
16542	2 July 1956
7819	16 September 1940
18236	17 March 1958, as amended by resolutions 27318, 3 February 1964, and 20560, 30 November 1959
19845	9 June 1959

INTRODUCED and read for the first time this 6th day of April, 1970.

PASSED this 20th day of April, 1970.

KING COUNTY COUNCIL
KING COUNTY WASHINGTON

/s Bill Reams
Chairman

ATTESTED:

/s Ralph R. Stender
Clerk of the Council

APPROVED this 28th day of April, 1970.

/s John D. Spellman
King County Executive

ORDINANCE READINGS

1st 4/6/70 2nd 4/20/70 3rd 4/20/70